

**Franklin County Data Center
Network Administrator 2**

ANNUAL SALARY: \$53,062 – 68,981 **Excellent Benefits Package

SUMMARY

Installs, configures, and troubleshoots local area computer networks and associated assemblies by performing the following duties. Must successfully complete 120 day probationary period.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs analysis of network needs and contributes to design of network architecture, integration, and installation.
- Installs and maintains local area network hardware and software, including servers, peripherals, network nodes, terminals, and wiring.
- Evaluates local area network hardware and software requirements and capabilities and makes recommendations.
- Coordinates installation of hardware and software by others.
- Provides support to and trains users in local area network administration and usage.
- Monitors and maintains network stability.
- Communicates and coordinates network schedule, backups, and downtime to users.
- Coordinates third-party maintenance for network hardware, software, and telecommunications services.
- Prepares and maintains documentation of network configurations and cabling layouts.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year College or technical school with minimum of two years' experience as Network Administrator 1. Valid Network Engineering certificate preferred. In addition, certifications or demonstrated experience in following areas preferred.

1. TCP/IP and SNMP
2. Cisco switches, routers and firewalls
3. Configuring and managing DMZ
4. Cisco UCS



5. VPN, RDP and Terminal server
6. VM ware and VDI

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; sit; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The noise level in the work environment is usually moderate

Data Center Benefits Summary:

**Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp,
Retirement, Sick and Vacation Accrual, Tuition Reimbursement
Send resume, references, and salary requirements to:**

**FRANKLIN COUNTY DATA CENTER
Sana Barrett, HR Specialist
373 S. High St. 9th Floor
Columbus, OH 43215-4599
(614) 525-7529 fcjdcjobs@franklincountyohio.gov
No Fees EOE**